



## Air Conditioning Policy



The summer months are expected to be hotter than usual. We anticipate many occupants will want to purchase and install air conditioning units to cool their quarters.

**DO NOT PURCHASE OR INSTALL ANY AIR  
CONDITIONING UNIT BEFORE READING THIS  
INFORMATION!**

This brief is intended to give 'YOU' the housing occupants a clear "way ahead" on what you need to do to expedite approval for installing the right type of A/C unit in your home.



## Air Conditioning Policy



### Reasons why the A/C policy is being enforced:

- Certain kinds of A/C units are not safe – therefore, not allowed.
- Some housing units do not have upgraded electrical systems and cannot take the electrical load.
- We have found instances where occupants have used extension cords because the A/C unit is placed too far from an outlet. This is a safety hazard, very dangerous situation that can cause fires.
- Occupants install A/C units in ways that overload the electric circuits. This causes breaker switches to turn off and also could cause potential fire damage.
- **Do not connect more than one portable A/C unit without contacting the DPW!**



# Air Conditioning Policy



These types of air conditioning units are prohibited!!!!



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## Air Conditioning Policy



This portable air conditioner is acceptable!!!



Around \$ 400.00

**SOLD AT  
AAFES FURNITURE STORE**

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## Air Conditioning Policy



This portable air conditioner is acceptable!!!



**SOLD AT LOCAL HARDWARE STORES**

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# Air Conditioning IMCOM Guidance



1. Garrison Commanders may approve Air Conditioning (AC) requirements for comfort cooling based on local conditions. AC is usually not considered appropriate for climatic conditions found in Europe but in some instances, it may be warranted. During the approval process, the Commander must consider site specific criteria and specifically address the use of alternate methods of cooling such as ventilation and fans. Commanders must also consider how AC units will affect the achievement of the installation's energy program goals. Commanders will consider future restructuring when determining facilities to be airconditioned.
2. Adding AC increases energy use, operation, maintenance, and repair costs and will impact compliance with established energy goals. Executive Order 13123 established the current facility energy goal of 35% reduction per gross square foot by 2010, relative to 1985. IMA-E has achieved a 40.8% reduction through FY04 relative to the baseline.
3. Garrison Commanders must be judicious in balancing the extent to which AC improves quality of life. If determined that AC is appropriate, priority is given to Child Development Centers (CDCs) and other high-usage public areas such as theaters and conference areas. **Incidental improvement authority will not be used to install air conditioning in family housing.** Unified Facilities Criteria (UFC) 3-410-01FA, 15 May 2003, provides criteria for eligible facilities for AC. A list of eligible facilities is provided at enclosure.

Encl

A handwritten signature in black ink, appearing to read "Russell B. Hall".

RUSSELL B. HALL  
Director

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# Army Family Housing Manual guidance



## 7-28. Use of resident-owned window air conditioning units and ceiling fans in existing dwelling units

*a.* Residents may install their own window A/C units or evaporative coolers, or ceiling fans, where no Government-provided units exist subject to the following:

- (1) Design criteria authorize A/C or evaporative cooling at that installation.
  - (2) The resident is responsible for cost of placement including electrical work, removal of units, restoration of openings, required inspections, and maintenance of the A/C unit.
  - (3) Approval of the DPW is obtained before installation of A/C units or electrical work. Completed work will be inspected by the DPW and must meet the requirements established by the DPW.
  - (4) Maximum electrical load of proposed window units for the DU will be prescribed by the DPW and will not exceed that of a properly sized A/C unit for that DU.
  - (5) Electrical work will be done only by qualified electricians upon approval of the DPW.
- b.* Capacity of the exterior and interior electrical distribution system must be sufficient to carry the added load of the units.
- c.* Only low amperage, high efficiency window units should be installed as prescribed by the DPW.
- d.* Resident-owned equipment abandoned in place by the resident or accepted by the Government will become Government-owned property. Electrical circuits and outlets installed at resident expense and abandoned in place will become part of the real property. Abandoned window A/C units that are not authorized will not be replaced regardless of source of funds.



# Resident Handbook

## AIR CONDITIONERS:

Approval to install an air conditioner in government quarters is not required if the air conditioner unit is the portable type (sits on the floor) with a flexible vent pipe and the capacity of the unit does not exceed 1500 watts. Windows in on-post quarters do not have window sashes or sills to support window air conditioners on the exterior of the building. If improperly installed, the unit could fall out of the window due to insufficient or unstable exterior support; therefore, window air conditioners are not authorized in Government quarters. Residents who install window air conditioners will be cited for violation of this policy and will be required to remove them.

To use a portable air conditioner the following requirements must be met:

- a. Residents are fully responsible for the purchase, proper installation and maintenance of the unit during use, and are responsible for any costs associated with removing the unit(s) and restoring the window(s) to its former state.
- b. No alteration and/or damage to real property occur. Any damage to the quarters or building resulting from the installation, use and/or removal of the air conditioning unit will be repaired at the sponsor's expense.
- c. Plexiglas or plywood is used to fill the gap in the opened window. Clear Plexiglas or plywood will be cut to fit the size of the opening when the window is in the full open position, and depending on the type of AC vent system, will have a hole or a slot cut out to fit the flexible hose nozzle to vent it outside. Local hardware stores carry Plexiglas and plywood, and can cut either one to size. The Plexiglas/plywood cutout can be held in place in the window by double-sided tape, which is also available at local hardware stores. The use of cardboard or paper to fill the open window is strictly prohibited for reasons of appearance, safety and security.
- d. Making holes in walls for exhaust pipes for ventilation of air conditioner units is prohibited.
- e. The air conditioner vent is removed from the window at the end of the air conditioning season.

**NOTE:** Electrical systems in unrenovated buildings cannot be upgraded to prevent overloading of electrical circuits due to use of air conditioners.





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# Air Conditioning Policy



1. **SELECT A WINDOW FOR YOUR A/C VENT**
2. **MEASURE OPENING HEIGHT AND WIDTH SO THAT THE PLEXIGLAS OR MASONITE BOARD FITS WELL AGAINST THE SCREEN FRAME.**



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3. **PURCHASE EITHER PLEXIGLAS OR MASONITE BOARD AND CUT TO MEASURED DIMENSIONS.**
4. **VERIFY VENT HOSE SIZE FROM AIR CONDITIONING UNIT AND CUT CIRCULAR HOLE TO ALLOW SNUG FIT.**



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## Air Conditioning Policy



5. **PLACE PLEXIGLAS OR MASONITE PANEL IN WINDOW OPENING AGAINST THE WINDOW SCREEN.**
6. **PLACE WEDGES IN THREE LOCATIONS TO ALLOW FOR TIGHT FIT.**
7. **CONNECT VENT HOSE TO BE FRICTION FIT IN THE PANEL. MAKE SURE THAT THE SCREEN IS NOT DAMAGED.**

**NOTE: THIS METHOD OF INSTALLATION IS EASY AND DOES NOT REQUIRE HARDWARE. THE WINDOW, FRAME AND SCREEN REMAIN UNDAMAGED.**



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# Air Conditioning Policy



## WOOD WEDGE INSTALLATION

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**INSTALLATION COMPLETE**

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# Air Conditioning Policy



## PERFORMANCE PARAMETERS

Model	AM-12CS3C52A	
Power	220-240V~, 50Hz	
Rated cooling capacity(W)	3500	
Rated heating capacity(W)		
Rated input power(W)	Cool	1400
	Electric heat	
Rated input current (A)	Cool	6.4
	Electric heat	
Air flow volume(m³/h)	530	
Refrigerant(R407C)charge amount(g)	630	
Dehumidifying capacity (L/h)	2.9	
Waterproof class	IP20	
Protection class	I	
Climate type	T1	
Noise dB(A)	56	
Net weight(kg)	38kg	
Dimension WxHxD (mmmmmmmm)	861x542x419	

### NOTICE:

- The indicated noise parameter is measured in laboratories before leaving factory.
- The rated cooling capacity is tested under the following conditions:
 

Cooling operation	30°C (DB)	25.4°C (DB)
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- We will not make formal notice for any change in parameters. Please take the name plate attached to the air conditioner as major reference.
- Operating temperature range:
 

	Maximum cooling	Minimum cooling
DB/WB(°C)	35/24	18.3/13.7
- Wiring diagram of the air conditioner is attached on the unit.
- If the supply cord is damaged, it must be replaced by the manufacturer, its service agent or similarly qualified persons in order to avoid a hazard.

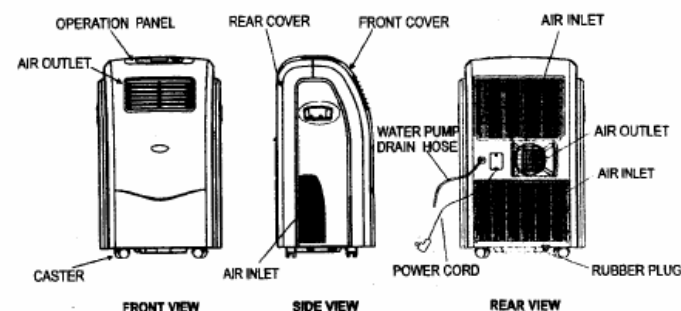
## ACCESSORY LIST

PARTS	PARTS NAME	QUANTITY	PARTS	PARTS NAME	QUANTITY
	Exhaust hose	1		Window slider kit	1
	The flat fixing clip	1		Remote controller	1
	The square fixing clip	1		Battery	2
	Drain hose	1			

## SAFETY AWARENESS

- For your safety and protection, this unit is grounded through the power cord plug when plugged into a matching wall outlet. If you are not sure whether the wall outlets in your room are properly grounded, please consult a qualified electrician.
- Check available power supply and resolve any wiring problems before operation of this unit.
- To reduce the risk of fire, electrical shock or injury when using your air conditioner, follow these precautions:
  - ◆ Plug into a grounded 3 prong outlet.
  - ◆ Do not use an extension cord.
  - ◆ Do not remove ground prong.
  - ◆ Unplug the air conditioner before servicing.
  - ◆ Do not use an adapter.
  - ◆ Use two or more people to move and install the machine.
- Do not use in the following locations:
  - A: Near to source of fire.
  - B: An area where oil is likely to splash.
  - C: An area exposed to direct sunlight.
  - D: An area where water is likely to splash.
  - E: Near a bath, a shower or a swimming pool.
- Never insert your fingers, rods or other objects into the air inlet/outlet grille. Take special care to warn children of these dangers.
- To avoid the possibility of personal injury, always disconnect the power supply to the unit before cleaning.
- Close doors and windows( Using curtains is better) while operating air conditioner for a long time, if room air is quite turbid, you could open the door and window for a moment to get some fresh air outside.
- All wiring must comply with local and national electrical codes and be installed by a qualified electrician.

## NAME OF PARTS







## Air Conditioning Policy

This is in violation of the fire policy  
and could cause a fire!



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### ENERGY CONSERVATION NOTE!!!

The Galanz model which is sold at the furniture store has a rated cooling capacity of 3500 watts.

**Cost to run one A/C unit will cost the U.S.  
Government \$10.00 per day**

**Please conserve!**



## Air Conditioning Policy



Please contact the DPW if you have questions or need advice

**DSN 381-8148**

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